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Miami-Dade County, Florida

RFP No. 00261

SOUTH FLORIDA VAN POOL PROGRAM

Background

The South Florida Vanpool Program (Program) is currently administered by the Metropolitan Planning Organization for the Miami Urbanized Area (MPO). Miami-Dade Transit Department (MDT) plans to take over program management in 2016.

Currently there are approximately 245 active vans operating in the Program. The future growth of the Program is anticipated to be 18 additional vans per year, but may vary depending on, among other considerations, public demand and acceptance.

The selected Proposer shall provide vans, maintenance, and associated services to established vanpools. A vanpool is a group of seven (7) to 15 commuters riding together to and from work, who live and/or work in Miami-Dade, Broward, or Palm Beach Counties. The vans vary from seven (7) to 15 passenger capacity according to the size of the group. One group participant serves as the volunteer vanpool driver (also referred to as the primary driver) and enters into a lease agreement with the selected Proposer for the van. Other participants are assigned as back-up drivers for the vanpool.

Registered vanpool groups pay a monthly fee to the selected Proposer. The selected Proposer will also receive a monthly subsidy of \$500 per van per month determined and directly paid by MDT in accordance with the Federal Transit Administration (FTA) Capital Cost of Contracting Policies. MDT plans to utilize passenger fares as local match. In the event that MDT utilizes passenger fare as local match and in instances where selected Proposer purchases rolling stock with passenger fares that are in excess of selected Proposer's operating costs, such as rolling stock, shall only be used for vanpools with origins and/or destinations in Miami-Dade, Broward and Palm Beach Counties, the Metropolitan Area.

Vanpools operate in compliance with public transit rules, including American with Disabilities Act (ADA) provisions and all federal, state and local requirements.

The objective of the Program is to alleviate traffic congestion in the service area by reducing the number of vehicles traveling on major expressways and arterials, contribute to eliminating passenger trips and passenger miles, save gas, and reduce pollution in the environment.

Management

The selected Proposer shall perform the necessary management, attend meetings, and provide customer service to participants as may be required for the functioning of the Program.

The selected Proposer shall provide a Project Manager who has experience to administer the Program. The selected Proposer shall provide a Program Coordinator to oversee daily operations in Broward County and a Program Coordinator to oversee daily operations in Palm Beach County. The Project Manager will also serve as the Program Coordinator for Miami-Dade County. Office space for the Project Manager shall be located in Miami-Dade County prior to start of service. The Project Manager shall manage all aspects of vanpool services and must be approved by the MDT's Project Manager prior to start of service.

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Vehicles

The selected Proposer shall provide passenger vans (mini and maxi) configured to seat from seven (7) to 15 passengers. Once a vanpool is formed, the selected Proposer shall deliver a van to the volunteer driver with the necessary capacity required for the number of the vanpool members within a week of the effective date of the lease agreement, accompanied with a copy of the executed lease agreement.

The selected Proposer shall provide, as needed, accessible vans that are compliant with ADA regulations to accommodate the request made by persons qualified under ADA. Accessible vehicles, including lift-equipped, shall have the appropriate capacity for the vanpool group. Any modifications to vehicles shall conform to ADA regulations. The selected Proposer shall deliver to the volunteer driver ADA equipped or modified vans within two (2) weeks of the effective date of a lease agreement, accompanied with a copy of the executed lease agreement. If the selected Proposer needs additional time for delivery of accessible vans, the selected Proposer shall submit a written request for the additional time to the MDT's Project Manager for approval.

Vehicle Specifications

In accordance with FTA vehicle useful life guidelines (FTA Circular 5010.1D), the selected Proposer shall ensure that fleet vehicles in the Program are no more than four (4) years old and/or have not exceeded 100,000 miles. The selected Proposer shall replace any vehicle when or before it reaches one of these limits. Before the title is transferred to the selected Proposer for any vehicle to be purchased or leased after contract award for use in conjunction the services, the selected Proposer shall notify the MDT's Project Manager.

The selected Proposer purchasing or leasing a vehicle to fulfill contractual requirements shall ensure that a Pre-Award and Post-Delivery audit are completed by the County.

The selected Proposer shall ensure all vanpool vehicles are inspected, licensed, and registered in accordance with applicable Federal, State and local laws.

All vans utilized for the Program shall meet all applicable Federal Motor Vehicle Safety Standards (FMVSS) and, at a minimum, include the following:

- a. Automatic transmission
- b. Power steering, power windows, and power locks
- c. Front and rear air conditioning/heater
- d. Driver and front passenger air bags
- e. All seats with functioning seat belts/securements as required by Florida law
- f. The color shall be the manufacturer's standard white
- g. A reflective safety triangle kit, approved by the Department of Transportation, stored in the vehicle
- h. A first aid kit, approved by the National Safety Council, located under the driver or front passenger seat
- i. A 5lb, ABC class fire extinguisher with a metal head, including vehicle bracket installed on the floor of the vehicle
- j. Van striping and logo application (to be determined after award) shall be provided by the MDT. Additional or alternate vehicle markings must be approved by the MDT

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Mileage Tracking System

The selected Proposer shall equip all vans with the necessary mileage tracking system (hardware and software) for automatic tracking and monthly reporting of the traveled mileage by each van per county of origin. The selected Proposer should also use this system for National Transit Database (NTD) Reporting.

Fleet Administration

The selected Proposer shall perform fleet administration to eliminate interruption of transportation service for the vanpool. The selected Proposer shall manage all accident and subrogation services for the vanpool. The selected Proposer shall provide preventative maintenance, vehicle repairs, and emergency assistance, as described below:

Preventive Maintenance

The selected Proposer shall provide preventative maintenance for all vehicles, at a minimum, based on the vehicle manufacturer's preventive maintenance program. The selected Proposer shall coordinate scheduled and unscheduled maintenance with the vanpool driver as needed.

Vehicle Repair

The selected Proposer shall provide vehicle repair for all vehicles and accomplish repairs in a manner to avoid interruptions in service which may include providing replacement or back-up vehicles.

Emergency Assistance

The selected Proposer shall provide 24-hour roadside assistance for all groups participating in the Program. This shall include, but not limited to, towing of the vehicle to the nearest authorized service facility when the vehicle breaks down, roadside services, and on-the-spot delivery of backup vehicles.

Back-up Vehicles

The selected Proposer shall provide a back-up van to the vanpool group whenever the regularly assigned van is out of service for maintenance or repair. The back-up van shall be provided to the group prior to such events. The selected Proposer shall maintain an adequate number of back-up vehicles to support the Program.

Vanpool Formation

The selected Proposer shall be solely responsible for forming vanpools under this Program.

A unique vanpool group identification number will be assigned for each established vanpool for reporting purposes.

The selected Proposer shall conduct a thorough screening and selection of the primary and back-up volunteer vanpool drivers. The drivers screening process shall include, but not be limited to:

- a. Alcohol and drug testing
- b. Verification that drivers meet the following criteria:
 - i. Are at least 25 years old
 - ii. Have a valid Florida driver's license
 - iii. Have no chargeable accidents or moving violations in their Division of Motor Vehicles driving record for the last three (3) years
 - iv. Never have been convicted of a felony and never had a license revocation
 - v. Are good credit risks based upon a credit check

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MDT may require, via written notice, the selected Proposer to modify the driver's screening criteria.

Volunteer Driver Responsibility

The County, MDT, volunteer driver, or back-up driver will not be responsible for loss of or physical damage to the vehicle from a collision or peril which would be insured against by standard comprehensive automobile physical damage insurance purchased by the selected Proposer.

The selected Proposer shall enter into a lease agreement with the responsible party for the vanpool vehicle. A responsible party is defined as the volunteer driver, entity, employer, or organization that enters into a leasing agreement with the selected Proposer to take responsibility for the van. The selected Proposer shall indemnify the responsible party and volunteer driver, if the volunteer driver is not the responsible party, against liability claims resulting from the operation of the vehicle. The lease agreement shall, at a minimum, include provisions that the volunteer driver shall:

- a. Provide at least 30 days written notice of his/her intent to terminate of the lease agreement with the selected Proposer.
- b. Not use vans as a source of additional income, such as jitneys, taxicabs, commercial carriers, or any other for-hire service.
- c. Participate in the Program and use the van to pick up, transport, and drop-off other vanpool participants to and from their residences (or other agreed upon locations), and their places of employment (or other agreed upon locations).
- d. Participate in a training course provided by the selected Proposer for the appropriate use of the van.
- e. Be available, upon request, to participate in basic driver training/safety awareness orientation, and cooperate with the selected Proposer to obtain the driver's motor vehicle record.
- f. Not consent to the use of the vanpool vehicle by anyone other than an authorized driver.
- g. Return the vehicle in the same condition, and with all the equipment and documents, as when delivered, except for ordinary wear and tear and damage which is subject of pending collision or comprehensive insurance claim.
- h. Adhere to the vehicle maintenance schedule established by the selected Proposer, ensuring the van is available for maintenance service when needed, and maintaining a clean vehicle – exterior and interior.
- i. Operate the vehicle in accordance with all applicable laws, ordinances, rules and regulations.
- j. In case of accidents, incidents, or other loss or damage to or involving the vehicle:
 - i. immediately report to the selected Proposer any accident or incident involving bodily injury or loss;
 - ii. complete and file with the selected Proposer a written accident or incident report; and
 - iii. cooperate fully with the selected Proposer in all accident or incident investigations and/or settlements.
- k. Collect and forward payments to the selected Proposer in the amount due for the monthly fee approved by the MDT, and any other fees imposed by the selected Proposer in the lease agreement such as excess mileage charges, late fees, and/or returned check charges. If the volunteer driver is not the responsible party, the responsible party shall comply with this responsibility.
- l. Acknowledge that any violation of these provisions may result in a suspension of the driver's participation in the Program.

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Invoicing Responsible Party

The selected Proposer shall bill responsible parties participating in the Program each month and be accountable for assuring collection of the monthly payment in a timely manner. The selected Proposer's billing process, procedures, and monthly fees to responsible parties shall be subject to review and approval by the MDT's Project Manager, including any alternative billing process.

The selected Proposer may utilize the Exhibit D, Sample Invoice for billing. An alternate to Exhibit D that captures the specific data therein may be used by the selected Proposer after receiving written consent from the MDT's Project Manager.

Program Marketing

The selected Proposer shall be responsible for program marketing. Marketing the program may consist of many different elements including, but not limited to: promotional materials, radio, print and television advertising, internet and social media advertising, billboard, direct mail, and outreach activities. South Florida has a diverse population and advertising shall be conducted to reach commuting public in English, Spanish and Creole. No separate payments will be made by the County for marketing the program.

The selected Proposer shall conduct other related activities in promoting and expanding the Program in South Florida. For example, in order to provide an incentive to potential groups, the selected Proposer may target employers to provide the use of passenger vans for services such as shuttle service from business sites to conferences, park & ride lots, or any other innovative transportation services. In these situations, the selected Proposer shall coordinate with employers regarding the particular requirements of the services. The selected Proposer shall submit all plans to the MDT's Project Manager for approval prior to implementation.

In the Past, FDOT (Florida Department of Transportation) has provided grant funding to market the vanpool program. If this marketing funding continues, then this funding will be used to augment the selected Proposer's marketing efforts. If this FDOT funding is used, then the selected Proposer will have to work cooperatively with South Florida Commuter Services, the State's regional ridesharing program for South Florida. MDT encourages the selected Proposer to share appropriate information and work cooperatively with South Florida Commuter Services on a regular basis.

Reports

All reports and forms to be developed by the selected Proposer for use in conjunction with the operation of the Program shall be reviewed and approved for formatting by MDT's Project Manager. The selected Proposer shall provide, at minimum, the following reports:

Maintenance Report

The selected Proposer shall maintain detailed and computerized maintenance records for each vehicle regarding scheduled and non-scheduled maintenance. The selected Proposer shall provide Maintenance Reports that record preventive maintenance and any other repair work performed on each vehicle in the fleet. The Maintenance Report shall be submitted to the MDT's Project Manager upon request.

The selected Proposer shall also provide a list of the facilities, including their addresses, where preventive maintenance is to be performed to the MDT's Project Manager upon request.

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Monthly Reports

The selected Proposer shall complete and submit an Exhibit B, Monthly Summary & Performance Report and an Exhibit C, Vanpool Activity by County Report, on a monthly basis, with its invoice as supporting documentation. An alternative to the monthly reports, that captures the specific data in each Exhibit, may be used by the selected Proposer after receiving written consent from the MDT's Project Manager.

Section 15 Report - National Transportation Database (NTD) Reporting

The selected Proposer shall collect data, prepare reports, and keep financial and operating records of the Program in conformity with the requirements of the FTA Uniform System of Accounts and Records and Reporting System, as required in 49 CFR Part 630, for the purposes of the County to be eligible for FTA Section 5307 and FDOT State Block Grant Program funds. For additional information on NTD Reporting, contact the FTA National Transit Database Program Helpdesk at (866) 349-1427 or visit www.NTDProgram.com. The selected Proposer shall submit the required reports in accordance with 49 CFR Part 630 to the MDT's Project Manager.

Post-Delivery Audit

If the selected Proposer purchases rolling stock for the resultant contract, it shall ensure that the County is given proper notification of any associated purchases so that a Post-Delivery audit is completed by the County before title to the rolling stock is transferred to the selected Proposer or before rolling stock can be placed into any type of service.

The selected Proposer shall comply with the Buy America Post-Delivery audit requirements, in accordance with 49 C.F.R. Part 661 and 49 C.F.R. Part 663. The Post-Delivery audit, in the case of rolling stock, requires the County to complete the following three (3) certifications based upon actual components used: 1) the Buy America Certification, 2) the Purchaser's Requirements Certification, and 3) the Federal Motor Vehicle Safety Standards (FMVSS) Certification.